

Upper Rissington Parish Council

Village Hall, Hawker Square, Upper Rissington, Gloucestershire, GL54 2NT
Telephone: 01451 810839 / 07773 526735 - Email: clerk@upperrissington.net

Minutes of the Parish Council Meeting **held on Monday 3rd March 2014, 7.30pm at Upper Rissington Village Hall**

Present: Cllr David Harrison (Chair), Cllr Richard Arnell, Cllr Margaret Flint, Cllr Brian Hanks, Cllr Dawn Laird, Cllr Edward Timms and Katherine Doughty (Locum Clerk/RFO).

In attendance: 3 members of public.

The Parish Clerk handed her letter of resignation to the Chairman which was then circulated to Councillors.

1. **Apologies:** None.

2. **Declarations of Interest:**

- (i) To receive declarations of any pecuniary or non-pecuniary interests from Councillors on items on the agenda (Councillors with pecuniary interests must leave the room at the relevant time if no dispensation has been granted): *Cllr Harrison and Cllr Arnell declared non-pecuniary/other interests in agenda item 12.*
- (ii) To receive written requests for dispensations for disclosable pecuniary interests (if any): *None.*
- (iii) To consider the grant of any requests for dispensations as appropriate: *None.*
- (iv) To note dispensations granted by the Clerk: *None.*

3. **Minutes:** The minutes from the Parish Council Meeting held on 13th January 2014 were considered, but were unable to be approved.

4. **Minutes:** The minutes from the Parish Council Meeting held on 10th February 2014 were approved. Proposed by Cllr Hanks, seconded by Cllr Harrison, one abstention due to non-attendance, carried.

5. **Matters Arising:** To report on progress from previous meetings not covered under agenda items.

- (i) To receive an update on the Tree Risk Management Survey.

The Clerk reported Treework Environmental Practice had commenced map layering work in readiness for surveying the trees.

- (ii) To review the Action Log that details actions completed or outstanding from previous meetings.

Councillors were provided with an up to date Action Log (generated from meeting minutes) and Village Hall Actions (generated from a meeting with Gloucestershire Rural Community Council). The actions from inspection logs will be added in due course.

- (iii) To receive completed inspection check sheets by Councillors.

The Clerk received completed checksheets. It was noted that the air conditioning unit on the outside of the Hall needs to be removed. This will be undertaken once ownership of the unit has been clarified.

6. **Public Session:** To provide members of the public/press the opportunity to comment on items on the agenda or raise issues for future consideration.

No matters were raised.

7. District/County Councillors Reports: To report on matters of public interest.

Cllr Venetia Crosbie Dawson, Cotswold District Council (CDC)

Cllr Crosbie Dawson reported that Council Tax is being reduced through shared services, an increase in business rate funding and new homes bonus. CDC is going to use the services of an independent Planning Advisor to help with planning matters.

Victory Fields Update – CDC’s Tree Officer has given developers 2 weeks to comply with planning conditions. It was noted that the Planning Officer has received a lot more information on other compliance issues.

The application for change of developers working hours has received a number of responses. Cllr Laird reported further concerns regarding working outside the currently permitted hours.

On enquiring how the Parish Council’s recent meeting with the developers went, Cllr Hanks advised that the Officers Mess isn’t on their project plan and new information was minimal. Cllr Hanks raised concern regarding the possible lack of infrastructure in comparison with the number of new homes as was being experienced in other localities.

Cllr Moor advised that meeting minutes should be taken for the benefit of all concerned.

The School is scheduled to start being built in May for occupation in Sept 2015. Concerns regarding the new junction being used and closing Wellington Road was raised as cars will be driving through a building site.

Cllr Harrison queried whether the District Council Planning Services will be required to go into ‘Special Measures.’ Venetia advised that CDC has been trying to represent communities and have been losing appeals. In the event that the above occurs, the Planning Inspectorate will be required to determine applications.

Cllr Hanks discussed the Local Plan Consultation with Venetia. It was noted that the period for a survey and public consultation is too short and the Council is unable to oblige.

The Southgate Court planning consultation for approximately 25 properties in early 2015 was discussed. Cllr Laird was concerned with the exit road being opposite the Wellington Road junction. Venetia commented that it would be a Highways concern.

Cllr Timms discussed the possibility of whether green open space could be built on. Conditions are in place to prevent this.

Cllr Moor suggested that the Parish Council designate the area as a Conservation Area to prevent unwanted further development which would require agreement by CDC.

Cllr Hanks advised that the developers may want the PC to take on the S106 agreement earlier than is currently for consideration and may ask CDC to alter the agreement for the PC to consider.

Cllr Nigel Moor, Gloucestershire County Council (GCC)

The County Council budget has recently been agreed at £430m with no Council Tax increase for the fourth consecutive year. A sports and activity grant scheme is available with a budget of £50,000 and a £5000 budget for youth services is available in addition to CDC funding. GCC will now ensure that it pays all employees the 'living wage'. There is also a community chest budget that can top-up community initiatives.

Regarding an improved bus service, money has been paid to GCC by the developers for improvement of the Village public transport. Nigel will provide an update on the bus service at the next meeting. The improved service will be funded for 5 years. At the fifth year anniversary the Travel Plan Co-ordinator will assess services and decide whether a mode of shift change has been made and whether to continue funding the service.

Cllr Hanks asked where cuts are being made to fund things like the GCC's 'living wage?' Nigel advised that modest cuts are being made in support services and most technical areas. There is a small reduction in adult care. Overall, there are less than 5% cuts and front line services are not affected. An additional £5m has helped GCC with the County's new residents.

Cllr Harrison advised that a 40mph speed limit will need to be extended beyond the new development. Cllr Timms advised that traffic is speeding beyond 40mph and the limit needs to be reduced. Cllr Moor advised that he will organise a traffic count (Clerk to formally request in writing points to and from).

Bridleways – Cllr Timms reported that Phipps' Farm bridleway is blocked (Clerk to confirm by email to Cllr Moor).

8. **Jason Page, Gloucestershire Police:** To receive a report on matters of public interest.

No report available due to absence.

9. **Planning:** To review and consider planning applications, decisions, appeals and enforcements.

New applications

	Ref.No.	Address	Proposed	Deadline/ Comments
(i)	14/00904/TPO	Land At Upper Rissington, Upper Rissington, Gloucestershire,	Raise crowns of 16 trees lining the edge of Wellington Road (mixed species of Beech and Cherry) to 3M clearance from ground level to allow pedestrians to pass unhindered beneath the trees and to ease grass maintenance.	No comment.

(ii)	13/04768/FUL	Land At Upper Rissington, Upper Rissington, Gloucestershire,	Variation of condition 39 of outline planning permission 08/03697/OUT to extend the hours of working on site from 0730 to 1800 Mondays to Sundays, including Bank Holidays (definition of 'working' to remain unchanged.	<i>The Clerk referred to a parishioner's email.</i> The Parish Council strongly object to this application.
------	--------------	--	--	--

Decisions Made

	Ref.No.	Address	Proposed	Decision
(iii)	14/00107/FUL	6 Smith Barry Circus, Upper Rissington, Cheltenham, Gloucestershire, GL54 2NQ	Loft conversion and installation of four dormer windows.	Permit.

Decisions Outstanding

	Ref.No.	Address	Proposed	Comments
--	---------	---------	----------	----------

None

Enforcement Action

	Ref.No.	Address	Proposed	Comments
(iv)	13/04469/ COMPLY	Land Parcel At Upper Rissington 418640 East 219967 North, Upper Rissington, Gloucestershire	Compliance with condition 6 () -Partial demolition of former military buildings and	Pending
		existing commercial buildings and redevelopment of the application site for up to 368 dwellings, up to 3,140 sqm of D1 and D2 floorspace, up to 2,050 sqm of A1-A5 floorspace, up to 7,100 sqm of B1 floorspace; conversion of former Officer's mess, the Station Sick Quarters, the former Station Headquarters and the former Education Block for residential purposes, conversion of the former Watch Tower, the former Guardhouse and the former Sergeant's Mess for employment purposes; provision of public open space, associated access and junction improvements and other associated works		
(v)	13/05423/ COMPLY	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	Compliance with conditions 2 (samples), 3 (walling Panel), 4 (render panel), 5 (external woodwork) & 11 (no dig construction) - Reserved matters application for a Community Centre, pursuant to Outline permission ref. 08/03697/OUT.	Pending

(vi)	13/05424/ COMPLY	Land Parcel At Upper Rissington , Upper Rissington, Gloucestershire, GL54 2NP	Compliance with conditions 2 (levels), 3 (samples), 4 (walling panel), 5 (render panel), 6 (external woodwork) & 7 (replacement tree) - Reserved matters application for a Primary School, pursuant to Outline Permission ref. 08/03697/OUT.	Pending
(vii)	13/01376/ COMPLY	Land Parcel At Upper Rissington , Gloucestershire, GL54 2NP	Compliance with Conditions 2 (slab levels) and 15 (details) - Reserved matters application for the erection of 368 dwellings (comprising 304 new build dwellings and 64 dwellings provided within existing refurbished buildings) together with associated works, garaging/parking, provision of public open spaces and including details of layout, scale, external appearance of the buildings and landscaping of the site pursuant of Outline Permission (ref. 08/03697/OUT) at Land Parcel at Upper Rissington, Upper Rissington, Gloucestershire, GL54 2NP.	Pending
(viii)	13/01206/ COMPLY	Land Parcel At Upper Rissington 418640 East 219967 North, Upper Rissington, Gloucestershire, GL54 2NP	Compliance with condition 36 (bus stops) - Partial demolition of former military buildings and existing commercial buildings and redevelopment of the application site for up to 368 dwellings, up to 3140 sqm of D1 and D2 floorspace, up to 2050 sqm of A1-A5 floorspace, up to 7100sqm of B1 floorspace; conversion of former Officer's mess, the Station Sick Quarters, the former Station Headquarters and the former Education Block for residential purposes, conversion of the former Watch Tower, the former Guardhouse and the former Sergeant's Mess for employment purposes; provision of public open space, associated access and junction improvements and other associated works.	Pending
(ix)	13/00823/ COMPLY	Land Parcel At Upper Rissington 418640 East 219967 North, Upper Rissington, Gloucestershire, GL54 2NP	Proposal: Compliance with condition 5 (phasing plan), 8 (landscaping), 22 (waste), 24 (Surface water drainage details), 25 (Remediation), 26 (Foul drainage), 27 (Drainage strategy dealing with on and off site drainage work), 28 (Water supply), 34 (Scheme for laying out constructing estate roads), 35 (cycle parking), 37 (Lighting), 38 (Slab levels) and 40 (environmental effect) - Partial demolition of former military buildings and existing commercial buildings and redevelopment of the application site for up to 368 dwellings, up to 3140sqm of D1 and D2 floorspace, up to 2050sqm of A1-A5 floorspace, up to 7100sqm of B1 floorspace; conversion of former Officer's Mess, the Station Sick Quarters, the former Station Headquarters and the former Education Block for residential purposes; provision of public open space, associated access and junction improvements and other associated works.	Pending

(x)	13/00581/ COMPLY	Land Parcel At Upper Rissington, Gloucestershire, GL54 2NP	Compliance with condition 21(external materials - phase 1) -	Pending
	Partial demolition of former military buildings and existing commercial buildings and redevelopment of the application site for up to 368 dwellings, up to 3140sqm of D1 and D2 floorspace, up to 2050sqm of A1-A5 floorspace, up to 7100sqm of B1 floorspace; conversion of former Officer's Mess, the Station Sick Quarters, the former Station Headquarters and the former Education Block for residential purposes; provision of public open space, associated access and junction improvements and other associated works.			
(xi)	13/00580/ COMPLY	Land Parcel At Upper Rissington , Gloucestershire, GL54 2NP	Compliance with conditions 4 (walling and roofing samples), 6	Pending
	(stone panel), 7 (brick panel), 8 (render panel) and 12 (woodwork) - Reserved matters application for the erection of 368 dwellings (comprising 304 new-build dwellings and 64 dwellings provided within existing refurbished buildings) together with associated works, garaging/parking, provision of public open spaces and including details of layout, scale, external appearance of the buildings and landscaping of the site pursuant of Outline Permission (ref. 08/03697/OUT) at Land Parcel at Upper Rissington, Upper Rissington, Gloucestershire, GL54 2NP.			
(xii)	12/05000/ COMPLY	Land Parcel At Upper Rissington, Gloucestershire, GL54 2NP	Compliance with conditions 10 (Bat Survey) and 30 (Parking)	Pending
	- Partial demolition of former military buildings and existing commercial buildings and redevelopment of the application site for up to 368 dwellings, up to 3140sqm of D1 and D2 floorspace, up to 2050sqm of A1-A5 floorspace, up to 7100sqm of B1 floorspace; conversion of former Officer's Mess, the Station Sick Quarters, the former Station Headquarters and the former Education Block for residential purposes, conversion of the former Watch Tower, the former Guardhouse and the former Sergeant's Mess for employment purposes; provision of public open space, associated access and junction improvements and other associated works.			

10. To consider an application for Street Trading Consent by Miss J Paul.

It was resolved that only one ice cream supplier is to be licensed at any given time in order to prevent duplication of services. Concern was raised at 'Kaz's burger bar' at Cotswold Vehicle Recovery with an advertisement sign on the Barrington Road. Venetia offered to investigate accordingly.

11. To consider the provision of water at the Jubilee Garden at a cost of £29.17 standing charges and supply charges of £1.3248 per m3.

Cllr Timms advised that a water supply to the Jubilee Garden will cost c.£30-£40 per year. It was resolved that a vandalproof cabinet (ie made of steel) is requested to be installed By Albion Water in conjunction with the new water supply. Proposed by Cllr Harrison, seconded by Cllr Arnell, carried unanimously. It was agreed that if the water supply equipment is vandalised, the water will then be turned off indefinitely. Polly Sayers and the Parish Council are to hold keys to the equipment.

- 12. To consider rescission of the resolution made under agenda item 7(ii) (To consider and resolve whether financial assistance is provided to Upper Rissington Social Committee) dated 13th January 2014 (in accordance with point 11 of the Parish Council's Standing Orders).**

Cllr Harrison and Cllr Arnell declared non-pecuniary/other interests and left the room for consideration of the above item. Cllr Laird proposed that agenda item 7(ii) of 13th January 2014 is rescinded. Seconded by Cllr Hanks, one against, carried.

The meeting was adjourned whilst Cllr Hanks left the room and reconvened on his return.

Cllr Laird advised that she is resigning as Councillor at the end of the week following completion of her Village Hall Risk Assessment work. Cllr Laird expressed her opinion and feelings regarding the agenda item and recent issues.

Cllr Hanks advised that he is resigning tomorrow due to the way that the agenda item has occurred and no longer wishes to be associated with the Council.

- 13. To consider and adopt a Community Grants Policy for the financial year 2014/15.**

Cllr Hanks summarised the grant system. It was resolved that the Community Grants Policy is adopted. Proposed by Cllr Hanks, seconded by Cllr Laird, carried unanimously.

14. Finance:

- (i) To consider and authorise payments due.

Payee	Details	Amount £
James Blackwell	Hedge trimming	403.20
C.Wyatt Gas Services Ltd	Boiler service	100.00
GAPTC	Annual subscription	204.61
HCI Data Ltd	Website domain name registration for 2 yrs	82.80
V.Bosher	March salary	173.33
	Less income tax	- 24.00
	TOTAL	154.33
K Doughty	March salary	549.98
	Office allowance	50.00
	Mileage	156.00
	Stationery	10.75
	Less Income Tax	-65.40
	Less National Insurance	0
	TOTAL	607.73
HMRC	Jan-Mar 2014 payment	273.20

The sum of £295.00 is to be vired/transferred from the Courses/Training budget to General Village Maintenance in order for it to stay within agreed limits.

It was resolved to approve all payments except V.Bosher at the current time. Proposed by Cllr Hanks, seconded by Cllr Flint, carried unanimously.

- (ii) To consider requests for free hall hire from Upper Rissington Youth Club and Rascals Baby & Toddler Group.

Upper Rissington Youth Club - It was resolved that the Council is unable to help at the current time as the Grants budget is exhausted for the current financial year. Clerk is to respond advising that a grant has already been forwarded to the Club; query whether the Club need to hire the whole building for Youth Club and that the new hall hire rates should help them to afford future bookings.

Rascals Baby & Toddler Group - It was resolved that the Council is unable to help at the current time as the Grants budget is exhausted for the current financial year. Clerk is to respond advising that the new Grants policy and reduced hire rates should help them to afford future bookings and that the Parish Council purchased carpets for their use earlier in the year.

- (iii) To consider and approve a quote of £120.00 from the Play Inspection Company for an inspection of the play area equipment.

It was resolved that the quote is approved. Proposed by Cllr Flint, seconded by Cllr Harrison, carried unanimously.

- (iv) To consider quotes received for the appointment of an Internal Auditor.

As the Clerk had yet to receive a third quote, it was agreed that an Extra Parish Council meeting is held within the forthcoming 2 weeks to appoint an Internal Auditor.

- (v) Any other financial matters.

The Clerk circulated up to date financial information – no queries were raised. Clerk is to enquire whether Cotswold District Council has an investment scheme.

15. Village Hall matters:

- (i) To receive an update on Village Hall matters.

- A satisfactory annual gas boiler service and safety certification has been undertaken.
- Risk Assessment for the Village Hall – further work is being undertaken.
- Simon Escreet – Is visiting tomorrow to commence work.
- Electrical Installation Conditional (EIC) Test Report and Portable Appliance Test of the Village Hall – John Heathcote explains that remedial work includes fitting missing earth sleeving and missing grommets/screws etc. Clerk is to approve John Heathcote's quote of £700 after checking that he has an appropriate NIC Licence. Proposed by Cllr Laird, seconded by Cllr Flint, carried unanimously.

- (ii) To consider and understand matters relating to the Bar Venture.

Matter was deferred. Kendall & Davies Solicitors are to be consulted.

- (iii) To consider and approve revised hire Terms and Conditions.

Cllr Laird advised that part B of the Premises Licence is not displayed in the Hall and a copy of the licence is not held. CDC requires a fee of £10.50 in order to obtain a copy licence.

The revised Terms and Conditions are adopted with effect from 1 April 2014 subject to hiring times and maximum capacity numbers being amended. Proposed by Cllr Laird, seconded by Cllr Harrison, carried unanimously.

It was noted that a PRS Licence is required at a cost of £49.50. Clerk is to pursue.

- (iv) To consider and approve revised hire rates.

It was resolved that the new hire rates are approved with effect from 1 April 2014. Proposed by Cllr Hanks, seconded by Cllr Flint, carried unanimously.

16. To consider and approve the Parish Council's annual Risk Assessment.

Subject to amendments to pages 2 and 4, it was resolved that the Risk Assessment is adopted. Proposed by Cllr Harrison, seconded by Cllr Laird, carried unanimously.

17. To consider and adopt up to date Financial Regulations.

It was resolved that the Financial Regulations are approved and adopted subject to the Clerk clarifying to Councillors point 3.5. Proposed by Cllr Laird, seconded by Cllr Timms, carried unanimously.

18. To consider new Standing Orders for future adoption.

Matter is to be deferred until the document is ready for adoption.

19. To consider and adopt an updated Freedom of Information Act Schedule.

It was resolved that the revised Freedom of Information Act Schedule is adopted. Proposed by Cllr Arnell, seconded by Cllr Harrison, carried unanimously.

20. Correspondence for Information: To review correspondence received since the last meeting (details available from the Clerk).

Items raised:-

- (i) Tim Lewis – *Cockerel problems in Bristol Road. Clerk to refer Mr Lewis to Environmental Health.*
- (ii) Jansci Sketchley-Kaye – *Correspondent is to obtain legal advice as Bradford Property Trust was taken over.*
- (iii) Bourton Rovers – *Clerk is to respond advising that the Football pitch is not maintained and the Council is therefore unable to help.*

Cllr Hanks reminded the Council that the Facebook link is to be removed from PC website as the Council is unrelated to it.

21. 'Around the Village': Matters not covered by other agenda items that need addressing or noting.

- Litter pick date agreed for 26th May, 9.30am.

22. Date of next meeting: To confirm that the date of the next meeting is Monday 14th April 2014. An Extra Parish Council meeting will be held on Wednesday 19th March.

There being no further business the meeting closed at 10.30pm.

Chair of Upper Rissington Parish Council

Date – 14th April 2014